

**HISTORIC PRESERVATION COMMISSION OF THE CITY OF ANNAPOLIS  
MINUTES OF THE ADMINISTRATIVE HEARING  
TUESDAY, JANUARY 27, 2011, 7:30PM**

**A. CALL TO ORDER**

The administrative hearing of the Historic Preservation Commission was called to order in City Council Chambers by Vice Chair Bunting at 7:30pm on Thursday, January 27, 2011.

**B. ROLL CALL**

**Commissioners Present:** Thomas Bunting, **Vice Chair**  
Kim Finch  
Tim Leahy  
Shelley Rentsch  
Pat Zeno

**Commissioners Absent:** Sharon A. Kennedy, **Chair**  
David Gallitano

**Staff Present:** Lisa Craig, Historic Preservation Commission

**Staff Absent:** Jeff Halpern, Architectural Consultant  
Tom Bodor, Archaeology Consultant

Vice Chair Bunting introduced the commissioners and staff.

**C. ANNOUNCEMENTS**

**Staff Update – Lisa Craig, Chief of Historic Preservation**

Ms. Craig announced that the Department will be participating in the annual Historic Preservation and Revitalization Conference scheduled for May 19-20<sup>th</sup> in Annapolis. The session titled “Preserving Green” will focus on sharing how to restore and maintain historic properties for energy efficiency. She highlighted some of the venues to be showcased to include the Banneker Douglass Museum, State House, Carroll House, St. Anne’s Parrish House and the First Presbyterian Church. There will be a cultural landscape tour of the Naval Academy, the Four Rivers Heritage will do an overview of Annapolis and there will possibly be a tour of the new Delegate Chambers at the State Building. Mayor Cohen is scheduled for the welcoming address and the Keynote Speaker will be Ned Kaufmann. The MHT Awards is scheduled for May 20<sup>th</sup> and the Independent Fire Company has been nominated for a project excellence award. The City of Annapolis was identified on a line item for \$100,000 in the Governor’s budget for structures and water infiltration repairs. The City was also selected for grant funding in the amount of \$6,000 as one of the communities for the Maryland Historical Energy Efficiency Initiative. The grant requires the City to find seven historic property homeowners who would be interested in participating in energy efficiency program. She briefly described other grant opportunities available to the City.

**City Dock Advisory Committee Update - Sally Nash, Senior Comprehensive Planner**

Dr. Sally Nash updated the Commission on the activities of the City Dock Advisory Committee meetings. The 25-member Committee was established in September to review possible enhancements to City Dock. She provided a listing of the upcoming meeting dates and a copy of the plan that identifies the Committee’s accomplishments to date as well as the next steps. The Committee meets monthly and has developed seven themes that are described in the plan. The Board of Education, the Sailing Hall of Fame, Mike Parker who will discuss the Memorial Circle and Ms. Craig who will discuss HPC guidelines have been identified as future speakers.

The Commission is now soliciting public input and a call has been put out to stakeholders who may be interested in presenting.

**D. VIOLATIONS**

There were no violations reported at the meeting. However, Ms. Finch asked about the status of the Southgate Avenue door. Ms. Craig agreed to check into this and report back. Ms. Zeno asked about the status of several violations that Ms. Blick had been working on prior to her departure and Ms. Craig agreed to follow up with DNEP as well as check the database.

**E. PRE APPLICATION**

1. 180 Green Street/Annapolis Elementary School & 188 Green Street/Board of Education  
(WITHDRAWN)

**F. ADMINISTRATIVE BUSINESS**

2. **Bike Rack Standards/Bike Rack at MIT Offices**

Mr. Ian Banks, Transportation Planner, explained that cursory review of the City's bike racks resulted in a need for the City to introduce bicycle guidelines for the replacement of bike racks and acceptable design of racks. He referred to the bicycle rack outside of the MIT Building as an unacceptable bike rack design. He provided a copy of a document title "Bicycle Rack Design" that is the rules and best practices from other jurisdictions that the City would like to endorse. This document identifies the acceptable and unacceptable bicycle racks as well as the rules for the placement of the racks. Mr. Leahy suggested that the City check to see if Victor Stanley has any bike rack designs to be considered. Ms. Craig believes it would be helpful for the Commission to review other bike rack designs.

Mr. Bunting **summarized** that a full application will be needed and that the applicant should consult Section C.12 of the HPC design guidelines. The Commission further suggests that the applicant look at the draft of the landscape manual and coordinate the project with the street furniture guidelines. The application should also include an inventory of existing bike racks on City property in the historic district.

1. **Sidewalk Café Furniture Discussion**

Ms. Craig clarified that a renewal letter is sent out in February annually to all Sidewalk Café license holders requesting compliance of the street furniture standards. The license holders will be given a year to come into compliance. Staff will work to research and develop a list of specific furnishings that can be approved by the Commission. Ms. Craig referenced changing A2(d) "Hanging planters – add the word "shall" be carefully placed instead of "should." Under A4 Furnishings – add the word "required" characteristics instead of "suggested." Also eliminate "dark in color or finish as opposed to "white or bright colors." Under 4B2, the sentence should be reworded to read "There shall be no overhead structure enclosure, shading devices such as awnings unless they are approved for storefront use or umbrellas." Ms. Rentsch suggested under Furnishings, the sentence should read "Portable or not permanently anchored into the pavement." Mr. Leahy also suggested eliminating "natural materials" and specifically identifying that materials should be wood or metal under Furnishings as well. He suggested using language that is "durable or eco-friendly." Ms. Craig agreed to incorporate the changes and provide in the Commission's packets. She noted that the street furniture guidelines were last revised in 1995 and may need to be updated.

**3. Review of Revised HPC Applications**

Ms. Craig noted that the Public Hearing and Administrative Approval applications were revised for consistency in order to request the same information. These draft documents were provided to the Commission for review and comment. Mr. Leahy requested a copy of the existing application for comparison purposes and Ms. Craig agreed to distribute through email. Ms. Rentsch noted that scaled drawings should be included in the application as well. Ms. Craig noted that after photographs will be required 60-days after completion of the project as a condition of approval.

With there being no further business, the meeting was adjourned at 9:00pm.

Tami Hook, Recorder